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~~SECRET~~

COPY NO. 37

DISTRIBUTION A

2 August 1949

OPERATIONAL PROCEDURE, HOME NO. 68

EVACUATION PLAN

1. It is directed that by 1 October 1949 Foreign Branches responsible for the stations listed in Paragraph 2 submit to me the following information:

(a) Staff personnel in the Station concerned who will be evacuated and [redacted] in the event of an emergency? 25X1

(b) Staff officer who will be responsible for seeing that the destruction of files and evacuation of staff personnel is carried out.

(c) Memorandum indicating that the Stations concerned have taken the following action to reduce their files to a working minimum:

(1) Cables predating January, 1949, which are not part of a case or personnel file, will be destroyed.

(2) Classified reference material, which is not used on a frequent and regular basis, will be destroyed.

(3) Intelligence reports and copies of disseminations, which predate January, 1949, will be destroyed (if not part of case or personnel file).

HISTORICAL DOCUMENT
Destroy only with consent of the Historical Staff
Name: [redacted]
Date: 5/17/76

~~SECRET~~ 25X1

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(4) Dispatches and copies of outgoing dispatches, which predate January, 1949, will be destroyed (if not part of case or personnel file).

25X1 (5) Terminated project [redacted] will be returned to headquarters.

(d) Notification that the Stations concerned have arranged their files according to the following order or priority for destruction:

(1) 1st. Priority

Cryptographic material
25X1 [redacted] material
Operational files
Personnel files
All other Top Secret material

(2) 2nd Priority

Operational and administrative instructions and memoranda
Cable files
Reports files
Correspondence files
Sensitive index card files

(3) 3rd Priority

All remaining material in the station files.

2. The following stations shall be instructed to comply with this directive:

25X1 [redacted]

3. It is directed that Foreign Branches submit to me by 1 October 1949

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information requested in items a, b, and d of Paragraph 1, above, for the Stations listed below: (No destruction of files is believed necessary in these Stations at this time.)

25X1

[redacted]

Assistant Director
Special Operations

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